## **Enterprise Human Resources and Payroll**

## #19 - TAX EMEMPT STATUS



## How do I change an employee's tax status from non-exempt to exempt?

- ➤ Access the Employee's tax pages via Home > Compensate Employees > Maintain Payroll Data > Use > Employee Tax Data.
- Insert a row, enter the effective and select the exempt radio button where applicable.
- ➤ Process the appropriate Stop PAR action based on the taxes being exempted.